



**DBSA MINUTES  
BOARD MEETING**

**Thursday 1 September 2022 at 6:30pm  
At The Sailing Club**

**1 FORMALITIES**

**1.1 OPEN MEETING – 6:34pm**

Marie Cunningham as Public Officer, opened the meeting.

*We acknowledge the Kaurua people as the traditional owners of this land we meet on.  
We acknowledge their living culture and unique role in the life of this region".*

**PRESENT**

Chris Wood (ACDC), Mary-Ann Holt (ASA), Jennifer Bould (Life Member), Julie Lister (DBSA), Tasha Youngman (Powerblades), Tracey Gardiner (Subsonix), Norman Voss (ACDC)

**1.2 APOLOGIES**

Nil.

**1.3 DECLARATIONS OF INTEREST**

Standard acknowledgement given to declare any conflicts of interest with any issue as they arise.

**1.4 FORMALITIES**

Agreed to change the order of some of the Agenda items to bring them forward as needed however the record would remain in the same order in the Minutes.

**2 GOVERNANCE**

**2.1 Election of Office Bearers**

The election took place for the following positions with the results below:

President:	Julie Lister
Vice-President:	Chris Wood
Treasurer:	Tracey Gardiner
Secretary:	Chris Wood

At this point of the meeting, Julie Lister took over as Chair.

Email notification to be sent to Clubs and website and records updated accordingly.

**Action: Marie (#2467)**

Agreed Jennifer Bould would remain as Bookkeeper and work with Tracey Gardiner on a succession plan and table the timeline for this. **Action: Jen / Tracey (#2468)**

**2.2 Portfolios & Liaisons**

A revised Board Roles, Portfolios and Liaisons document was tabled and reviewed and updated as below:

Portfolio 2021/22	Going Forward 2022/23	Who
Safety	<b>Safety &amp; Risk</b> Review of 365 incident reports; periodic and specific risk assessments and management of safety operational risk	Julie Lister
Equipment Maintenance	<b>Equipment &amp; Maintenance</b>	Norman Voss
Participation & Development Marketing & Publicity	<b>Participation, Marketing &amp; Publicity</b> Objective to grow the sport	Chris Wood

High Performance	<b>High Performance</b> (includes Development) (Aurora's, State Team, Paddler Development) Head Coach (oversight and issues management), Masters Coach, Premier Coach, Junior Coach	Julie Lister and Tasha Youngman State Coaches (to be appointed 2 years/2 nationals)
Juniors Update	State Coaches to be more active in the role as opposed to 'just coaching state team' as need to be involved in development and mentoring To include Juniors updates	
Website / Facebook	Social Media To include Facebook, website, and any other social media platforms for the future	Tash Youngman
Volunteers	<b>Volunteers</b> Race day and other events	Mary-Ann Holt
Officials		Julie Clinch, Jennifer Bould
Policies and Procedures	Quarterly <b>Governance Meeting</b>	Jennifer Bould
Cultural		Mary-Ann Holt
Sweeps	Ask representative from sweeps committee to attend with updates as required – provide monthly report (no set liaison)	
Sailing Cub / Port Adelaide Artists Forum	Sailing Cub / Port Adelaide Artists Forum	Tracey Gardiner & John Holland
Racing Committee	Racing Committee	
	Aquatic Redevelopment	Peter Button
AUSDBF	AUSDBF	John Holland
Board Club Liaisons	Board Club Liaisons	All Board members as allocated
	Training & Development - Officials	Julie Clinch
	Masters Games Working Group – Board Representation Working party to be established with at least 2 Board Members attending meetings	Chris Wood Tasha Youngman

### 2.3 Board Club Liaisons

#### ▪ Metro

ACDC	Mary-Ann Holt
Adelaide Phoenix	Jennifer Bould
ASA	Tracey Gardiner
Black Sea Dragons	Norman Voss
Blade Runners	Tracey Gardiner
DAA	Mary-Ann Holt
Powerblades	Norman Voss
SA Dragons Abreast	Jennifer Bould
Subsonix	Tasha Youngman
Waiwilita	Norman Voss
Water Warriors	Tasha Youngman

#### ▪ Regional

Blue Water Raiders	Chris Wood
Copper Coast	Chris Wood
Coorong Dragons	Chris Wood
Dragons Afloat Port Lincoln	Chris Wood
Kangaroo Island Dragons	Chris Wood
Mannum Dragons	Mary-Ann Holt
Vicki's Pride	Chris Wood
Victor Dragons	Chris Wood

### 2.4 AusDBF Working Groups Reps

- Competition & Technical Committee – John Holland
- Diversity & Inclusion – Julianne Kuhlmann
- Historical Working Group – Julie Clinch
- Marketing Working Group – Chris Wood

- National Athletes Pathway – Vi Duong
- RevSport Users Group – Marie Cunningham
- ROMP – Chris Wood, Julie Clinch
- Sweep Coordinators Working Group – Pat Doogue
- Youth Racing Committee – Cassidy Burn
- National Audit & Risk Committee – Julie Lister
- National Integrity Framework - TBC

As a result of the above changes, agreed:

1. SC to be advised to provide regular reporting/minutes and provide a forward meeting schedule.
2. Confirmation to be sought from John Holland if he is happy to continue to manage The Sailing Club / PAAF and show Tracey Gardiner how it operates as part of succession planning.
3. Confirm with Peter Button for him to remain as the Aquatic Redevelopment point of contact.
4. Confirm with Vi Duong whether he wishes to remain as the DBSA representative on the AusDBF National Athletes Pathway subcommittee.
5. Follow up with Julianne Kuhlmann if she is willing to take on the role as DBSA representative on the AusDBF National Integrity Framework subcommittee and attend next meeting.

**Action: Chris (#2469)**

## **2.5 Code of Conduct – Policy – #019 – Board of Directors**

Adopted.

## **2.6 Governance meetings / policy updates etc.**

Agreed to schedule Governance meetings quarterly on a weeknight going forward. Next meeting is set for Wednesday 19 October 2022 at 6pm at The Sailing Club.

**Action: Marie (#2470)**

Agreed Policies to be initially reviewed will be placed on priority.

## **3 BOARD DISCUSSION/DECISION MAKING**

### **3.1 Clearances**

The below clearance applications were reviewed:

- **Emily Brown – BSD to Water Warriors**
  - Approved.
- **Kim Ferguson – Subsonix to DBSA**
  - Agreed to check back first and advise that there is no guarantee that the Board will approve a transfer to another Club at a later stage this season, so she may want to reconsider and submit a clearance to another Club now or remain with DBSA for the entire season.

As part of this process Powerblades Board members were requested to leave when the below discussions were being held. Julie Lister was allowed to stay to provide background information.

- **Julie Lister – DBSA to Powerblades**
  - Approved.
  - Noted clearance application had initially been submitted to transfer from Subsonix to Powerblades which was approved by both Clubs.
  - Given issue with upcoming imminent AGM and potential conflict with the Constitution requirements in needing to seek approval from Clubs to have 3 members from the one Club on the Board, it was changed to DBSA and approved by the Board at the August Meeting.
  - This would allow Julie to remain on the Board for a further 12 months of her two-year term.
  - The Board took all of this into consideration and approved the clearance application.
- **Julie Hyland – Subsonix to Powerblades**
- **Tracey Gardiner – Subsonix to Powerblades**
- **Raylene Sutton – Subsonix to Powerblades**
  - Given the lateness of the meeting at this point of the evening, it was agreed to defer a decision on these applications until the following week when a separate ad hoc informal meeting would be held, without any Powerblades Board members in attendance.

**Action: Chris, Jennifer, Mary-Ann, Norman (#2471)**

**Action: Marie (advise of all clearance outcomes (#2472))**

### 3.2 Meeting dates & times going forward

Agreed to review the meeting calendar set and to advise the secretariat if unavailable for any of those planned so they could be changed if needed. **Action: All (#2473)**

### 3.3 Quote – toilet hire – Scullers

Quote accepted.

### 3.4 Bank signatories

MOTION:

THAT the Bank signatories for the Bank SA account be any two of the following four:

- Julie Lister, Chris Wood, Tracey Gardiner and Jennifer Bould.

Moved: N. Voss and Seconded: T. Youngman CARRIED.

**Action: Jennifer (#2474)**

### 3.5 Invitation to Government House – Sport SA 30-year anniversary

Noted initial invitation to this event was addressed to Peter Button as President and follow up to be had with organisers to change to Julie Lister. **Action: Julie (#2475)**

## 4 ADMINISTRATION

### 4.1 Board induction – process

Held over.

### 4.2 Board members – PBTR CP&S, H&D courses & WWCC

Held over.

### 4.3 GoogleDrive access

Held over.

### 4.4 Email accounts MS365 – admin@ / info@ / secretary @

Held over.

### 4.5 The Sailing Club – access

Held over.

### 4.6 Minutes – AGM

Agreed to remove the closing remarks from the Secretary and President and include them in an attachment instead. **Action: Marie (#2476)**

### 4.7 Minutes PF

Noted can be circulated. **Action: Marie (#2477)**

## 6 CORRESPONDENCE

### 6.1 Council – 2022/23 season Licence

The Licence Agreement for the season was signed by Julie Lister.

### 6.2 Council – re additional toilets during Aquatic Redevelopment

Noted.

### 6.3 AusDBF's NIF education roadshow – planning meeting

Noted as agreed earlier, Julieanne Kuhlmann will be contacted to see if she is able to attend this meeting.

### 6.4 Member exclusive: Inclusive Volunteering Leadership Program – EOI

## 7 EVENTS

### 7.1 Aurora's Training Camp – Sat 10-Sep

Noted request made to AusDBF for a list of participants with numbers around the 40 mark.

**7.2 Race day Sun 11-Sep – wine purchase**

Agreed to give the Clubs a choice of wine or vouchers (ie Bunnings/Cinemas).

**Action: Chris (#2478)**

**8 ANY OTHER BUSINESS**

- Noted that the Council keys were stolen when the caravan was recently broken into and has been reported to Council. Awaiting details of replacement prior to first race day.
- Agreed to pay the \$80 invoice from the Council for the AusChamps banner frame.
- Noted it was not included in the RC Minutes who was producing the race draw and that it would need to be into Jennifer Bould by Monday. Noted that John Holland would arrange this.

**9 NEXT MEETING**

The next Board meeting is already set for Tuesday 13 September 2022 at 6pm at The Sailing Club / Zoom.

**Meeting close** – at 10:11pm.



Signed:

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Date: 13 September 2022

President